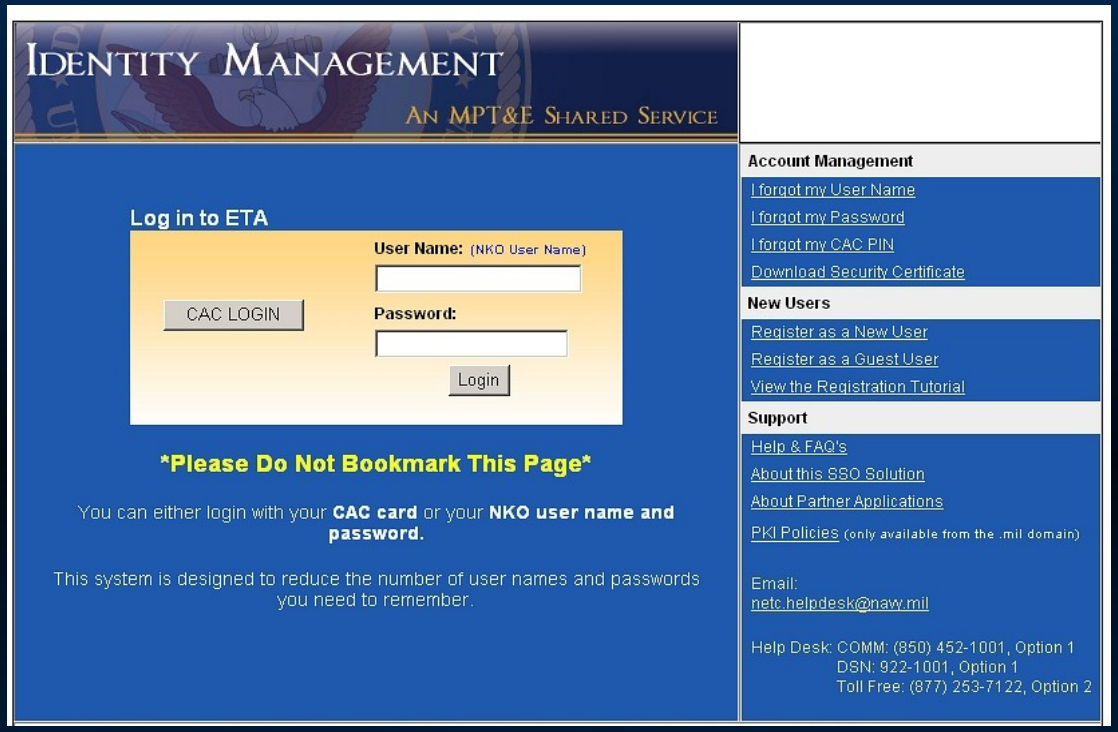
WebTA User Guide for Sailors

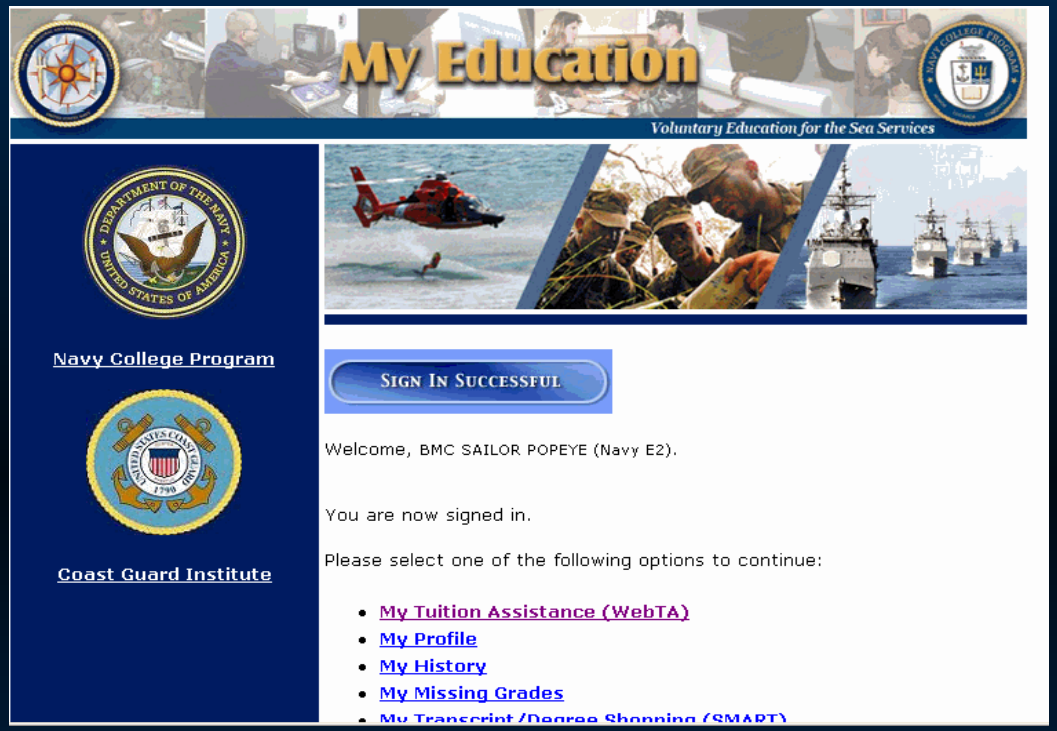
November 2012

Log-in to WebTA


IDENTITY MANAGEMENT
AN MPT&E SHARED SERVICE
Log in to ETA
User Name: (NKO User Name)
CAC LOGIN
Password:
Login
Please Do Not Bookmark This Page
You can either login with your CAC card or your NKO user name and password.
This system is designed to reduce the number of user names and passwords you need to remember.
Account Management
I forgot my User Name
I forgot my Password
I forgot my CAC PIN
Download Security Certificate
New Users
Register as a New User
Register as a Guest User
View the Registration Tutorial
Support
Help & FAQ's
About this SSO Solution
About Partner Applications
PKI Policies (only available from the .mil domain)
Email:
netc.helpdesk@naw.mil
Help Desk: COMM: (850) 452-1001, Option 1
DSN: 922-1001, Option 1
Toll Free: (877) 253-7122, Option 2

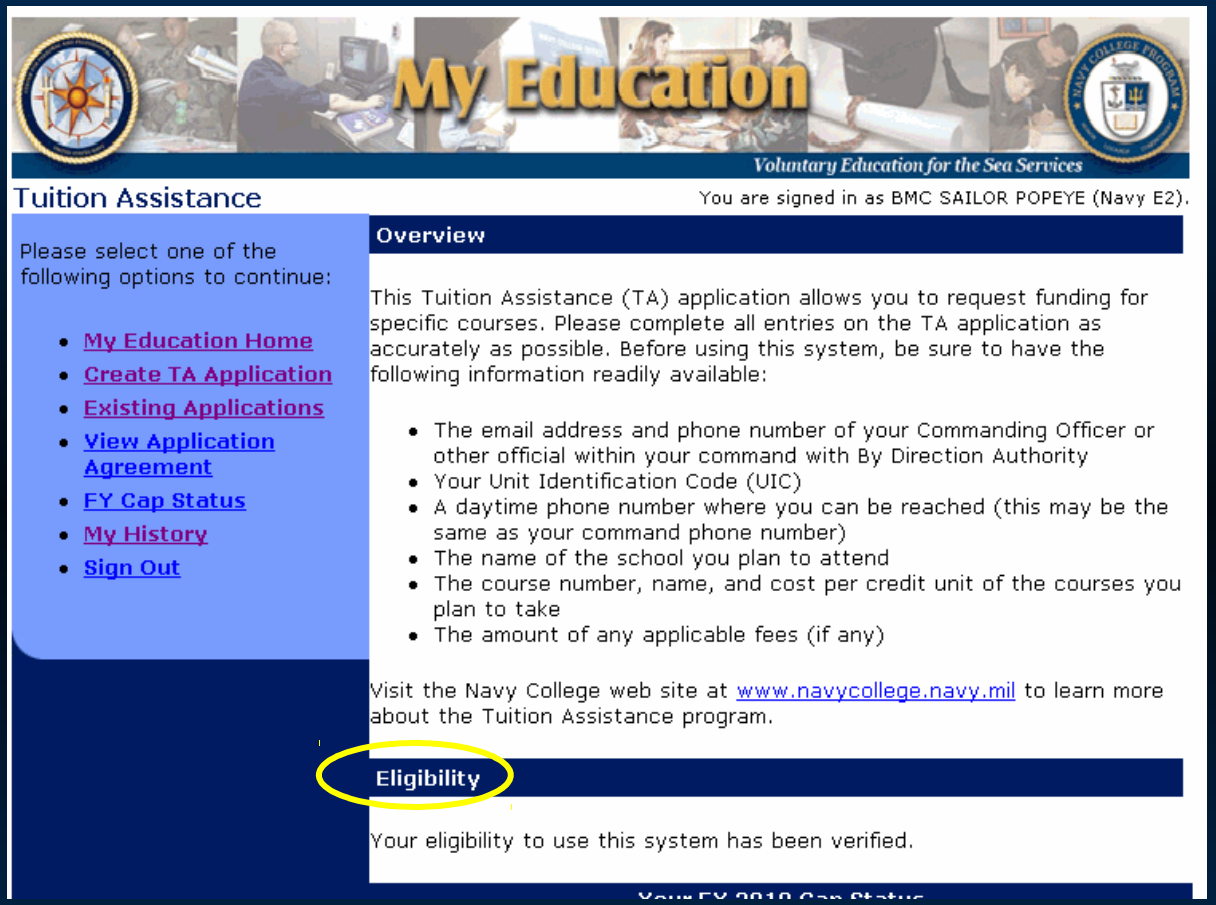
- **To apply for Tuition Assistance electronically from any computer, go to https://www.navycollege.navy.mil, and click on the MyEducation portal.**
- **You may log-in via CAC or NKO.**

Access “MyEducation”


My Education
Voluntary Education for the Sea Services
Navy College Program
Coast Guard Institute
SIGN IN SUCCESSFUL
Welcome, BMC SAILOR POPEYE (Navy E2).
You are now signed in.
Please select one of the following options to continue:
My Tuition Assistance (WebTA)
My Profile
My History
My Missing Grades

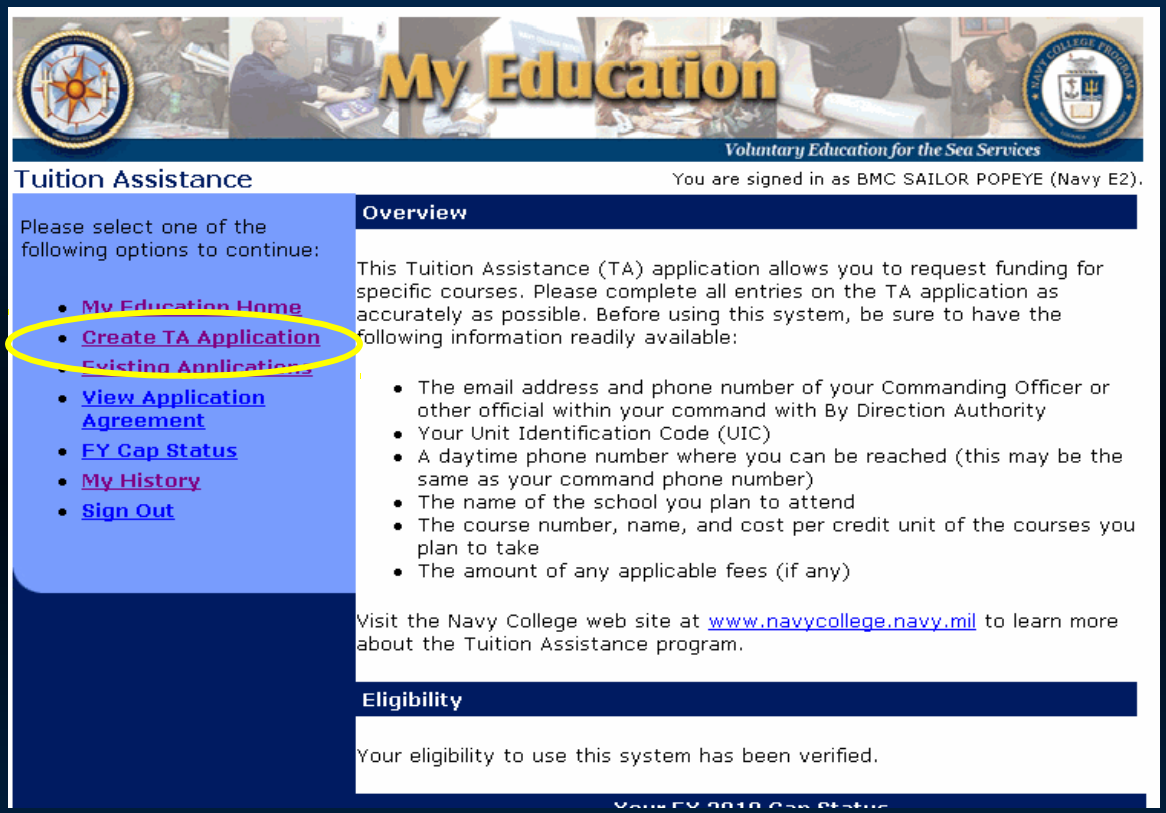
- **Use this screen to review or update your status.**
- **If you have used TA before, be sure all your grades have been posted (otherwise, you will not be eligible to apply for additional TA, and you could be issued a Letter of Indebtedness for not having successfully completed previous courses).**
- **To begin your new TA application, click the “My Tuition Assistance (WebTA)” link.**

Assemble Personal and Course Information


My Education
Voluntary Education for the Sea Services
Tuition Assistance
You are signed in as BMC SAILOR POPEYE (Navy E2).
Please select one of the following options to continue:
My Education Home
Create TA Application
Existing Applications
View Application Agreement
FY Cap Status
My History
Sign Out
Overview
This Tuition Assistance (TA) application allows you to request funding for specific courses. Please complete all entries on the TA application as accurately as possible. Before using this system, be sure to have the following information readily available:
The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
Your Unit Identification Code (UIC)
A daytime phone number where you can be reached (this may be the same as your command phone number)
The name of the school you plan to attend
The course number, name, and cost per credit unit of the courses you plan to take
The amount of any applicable fees (if any)
Visit the Navy College web site at www.navycollege.navy.mil to learn more about the Tuition Assistance program.
Eligibility
Your eligibility to use this system has been verified.

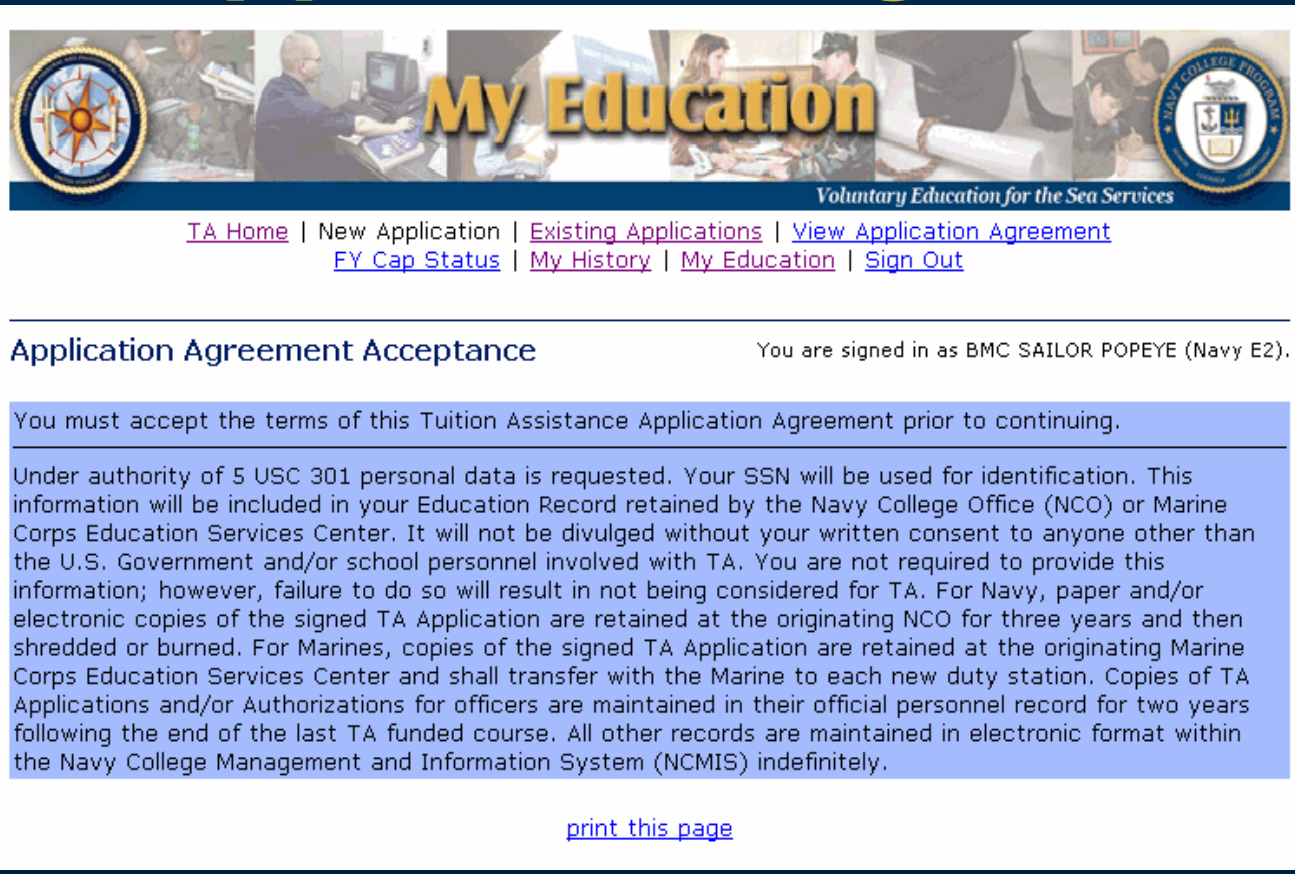
- **This screen lists the information you will need in order to complete your WebTA application.**
- **Note: Navy TA pays fees that are directly related to the Course of Instruction (COI), NOT TO INCLUDE fees for application, registration, student activities, parking, textbooks, computers, or other consumable items.**
- **"Eligibility" either welcomes you or cites the issues for you to address in**

Begin Your TA Application


My Education
Voluntary Education for the Sea Services
Tuition Assistance
You are signed in as BMC SAILOR POPEYE (Navy E2).
Please select one of the following options to continue:
My Education Home
Create TA Application
Existing Applications
View Application Agreement
FY Cap Status
My History
Sign Out
Overview
This Tuition Assistance (TA) application allows you to request funding for specific courses. Please complete all entries on the TA application as accurately as possible. Before using this system, be sure to have the following information readily available:
The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
Your Unit Identification Code (UIC)
A daytime phone number where you can be reached (this may be the same as your command phone number)
The name of the school you plan to attend
The course number, name, and cost per credit unit of the courses you plan to take
The amount of any applicable fees (if any)
Visit the Navy College web site at www.navycollege.navy.mil to learn more about the Tuition Assistance program.
Eligibility
Your eligibility to use this system has been verified.

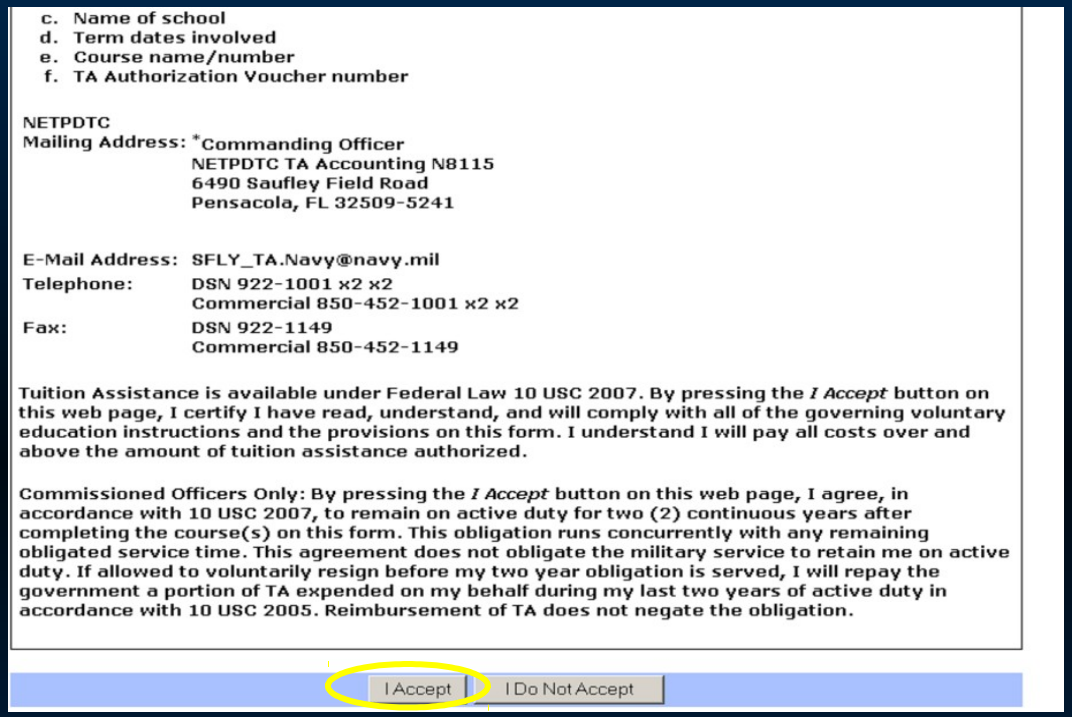
- **Once you are eligible, select “Create TA Application” to continue.**

Read the TA Application Agreement


My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out
Application Agreement Acceptance
You are signed in as BMC SAILOR POPEYE (Navy E2).
You must accept the terms of this Tuition Assistance Application Agreement prior to continuing.
Under authority of 5 USC 301 personal data is requested. Your SSN will be used for identification. This information will be included in your Education Record retained by the Navy College Office (NCO) or Marine Corps Education Services Center. It will not be divulged without your written consent to anyone other than the U.S. Government and/or school personnel involved with TA. You are not required to provide this information; however, failure to do so will result in not being considered for TA. For Navy, paper and/or electronic copies of the signed TA Application are retained at the originating NCO for three years and then shredded or burned. For Marines, copies of the signed TA Application are retained at the originating Marine Corps Education Services Center and shall transfer with the Marine to each new duty station. Copies of TA Applications and/or Authorizations for officers are maintained in their official personnel record for two years following the end of the last TA funded course. All other records are maintained in electronic format within the Navy College Management and Information System (NCMIS) indefinitely.
print this page

- **Read the TA Application Agreement carefully, and keep a copy for your records!**

Accept the TA Contract



c. Name of school
d. Term dates involved
e. Course name/number
f. TA Authorization Voucher number

NETPDTC
Mailing Address: *Commanding Officer
NETPDTC TA Accounting N8115
6490 Saufley Field Road
Pensacola, FL 32509-5241

E-Mail Address: SFLY_TA.Navy@navy.mil
Telephone: DSN 922-1001 x2 x2
Commercial 850-452-1001 x2 x2
Fax: DSN 922-1149
Commercial 850-452-1149

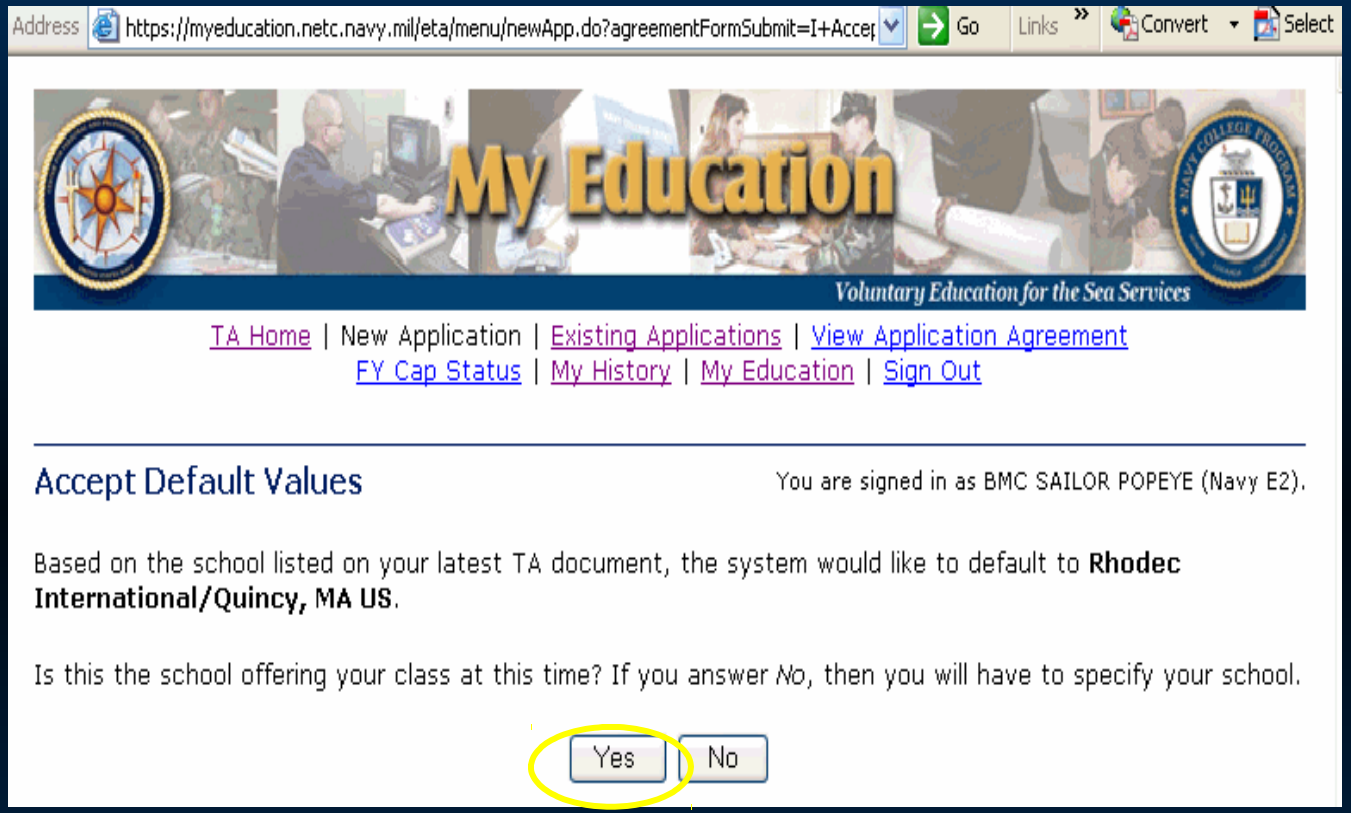
Tuition Assistance is available under Federal Law 10 USC 2007. By pressing the *I Accept* button on this web page, I certify I have read, understand, and will comply with all of the governing voluntary education instructions and the provisions on this form. I understand I will pay all costs over and above the amount of tuition assistance authorized.

Commissioned Officers Only: By pressing the *I Accept* button on this web page, I agree, in accordance with 10 USC 2007, to remain on active duty for two (2) continuous years after completing the course(s) on this form. This obligation runs concurrently with any remaining obligated service time. This agreement does not obligate the military service to retain me on active duty. If allowed to voluntarily resign before my two year obligation is served, I will repay the government a portion of TA expended on my behalf during my last two years of active duty in accordance with 10 USC 2005. Reimbursement of TA does not negate the obligation.

I Accept | I Do Not Accept

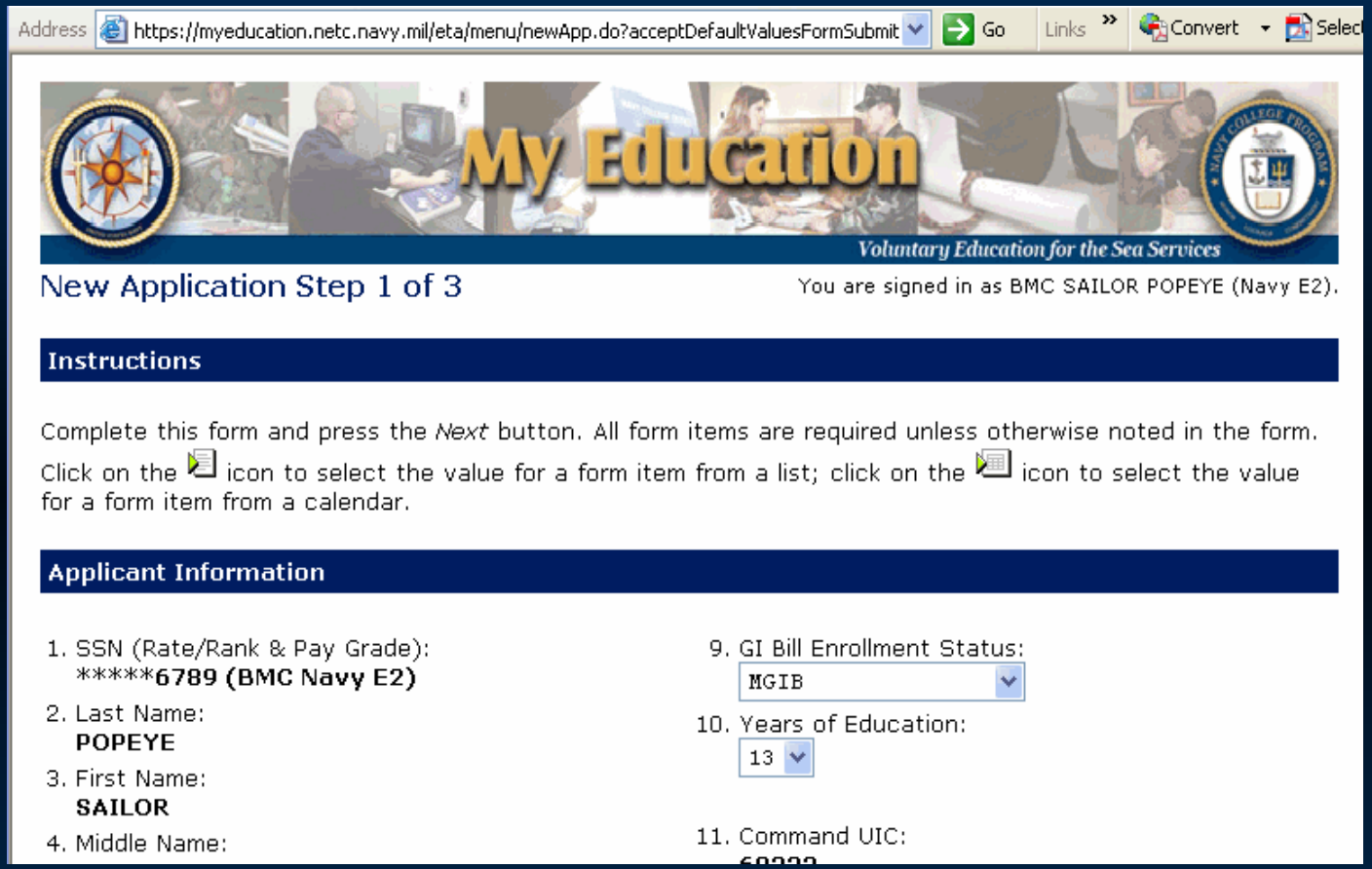
- **Click “I accept” to acknowledge that you understand and agree to the terms of the TA contract.**
- **Officers, please note that you are agreeing to remain on active duty for two continuous years after completing your final course funded by TA.**

Select Your Academic Institution


Address
https://myeducation.netc.navy.mil/eta/menu/newApp.do?agreementFormSubmit=I+Accep
Go
Links
Convert
Select
My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out
Accept Default Values
You are signed in as BMC SAILOR POPEYE (Navy E2).
Based on the school listed on your latest TA document, the system would like to default to Rhodec International/Quincy, MA US.
Is this the school offering your class at this time? If you answer No, then you will have to specify your school.
Yes
No

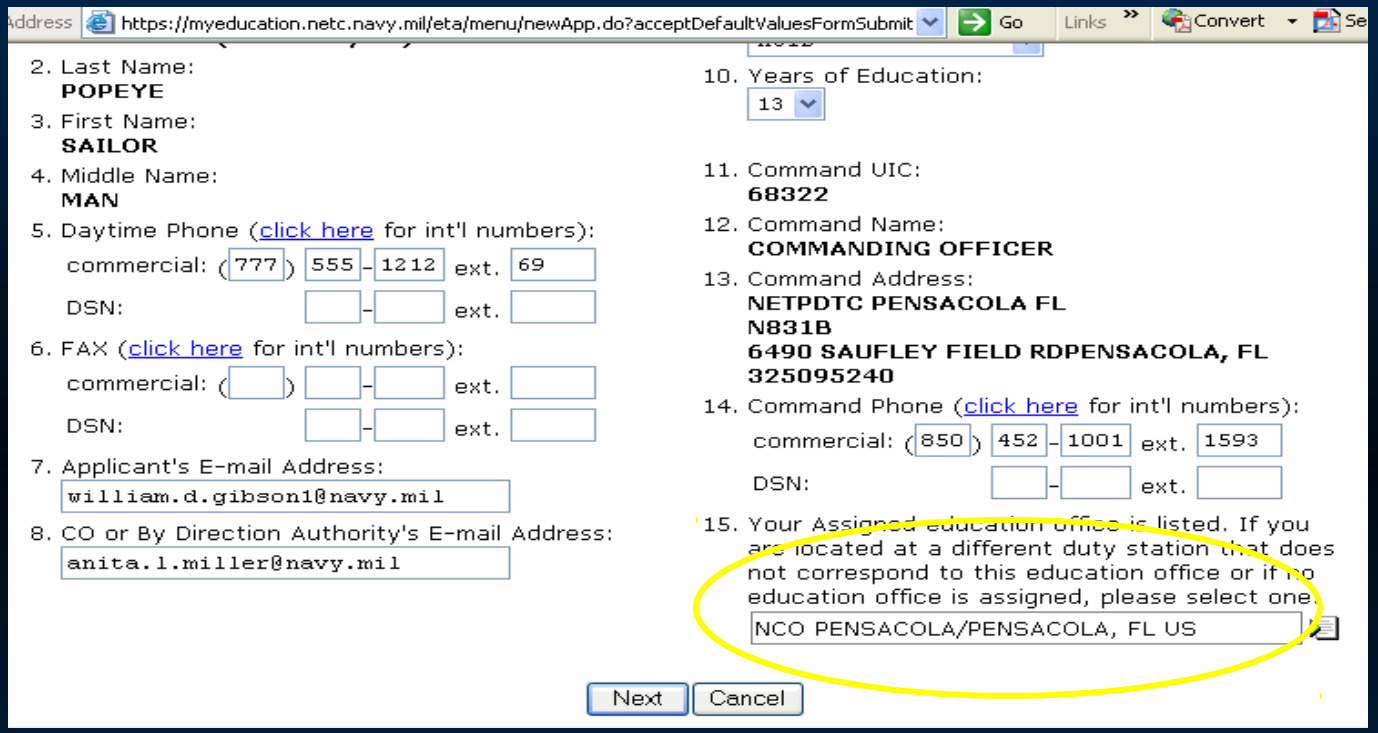
- **Click “Yes” if you plan to attend the same school that you most recently attended; or “No” to change schools.**

Build Your Profile


Address
https://myeducation.netc.navy.mil/eta/menu/newApp.do?acceptDefaultValuesFormSubmit
Go
Links
Convert
My Education
Voluntary Education for the Sea Services
New Application Step 1 of 3
You are signed in as BMC SAILOR POPEYE (Navy E2).
Instructions
Complete this form and press the Next button. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.
Applicant Information
1. SSN (Rate/Rank & Pay Grade):
*****6789 (BMC Navy E2)
2. Last Name:
POPEYE
3. First Name:
SAILOR
4. Middle Name:
9. GI Bill Enrollment Status:
MGIB
10. Years of Education:
13
11. Command UIC:

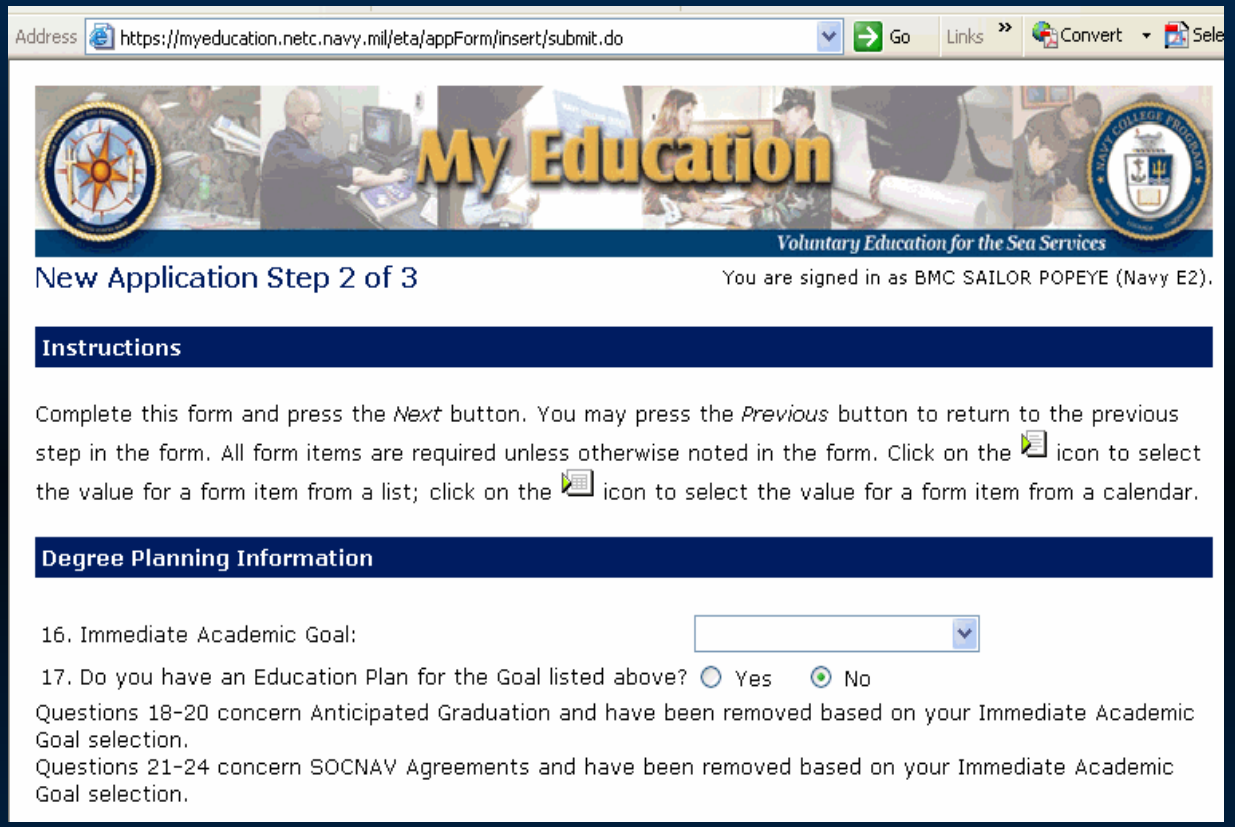
- **We collect some of this information for statistical purposes only.**
- **Since you may be eligible for more than one GI Bill program, choose the one that you will most likely use at some point in the future.**

Build Your Profile continued


Address https://myeducation.netc.navy.mil/eta/menu/newApp.do?acceptDefaultValuesFormSubmit
Go
Links
Convert
2. Last Name:
POPEYE
3. First Name:
SAILOR
4. Middle Name:
MAN
5. Daytime Phone (click here for int'l numbers):
commercial: (777) 555 - 1212 ext. 69
DSN: - ext.
6. FAX (click here for int'l numbers):
commercial: ( ) - ext.
DSN: - ext.
7. Applicant's E-mail Address:
william.d.gibson1@navy.mil
8. CO or By Direction Authority's E-mail Address:
anita.l.miller@navy.mil
10. Years of Education:
13
11. Command UIC:
68322
12. Command Name:
COMMANDING OFFICER
13. Command Address:
NETPDTC PENSACOLA FL
N831B
6490 SAUFLEY FIELD RDPENSACOLA, FL
325095240
14. Command Phone (click here for int'l numbers):
commercial: (850) 452 - 1001 ext. 1593
DSN: - ext.
15. Your Assigned education office is listed. If you are located at a different duty station that does not correspond to this education office or if no education office is assigned, please select one.
NCO PENSACOLA/PENSACOLA, FL US
Next
Cancel

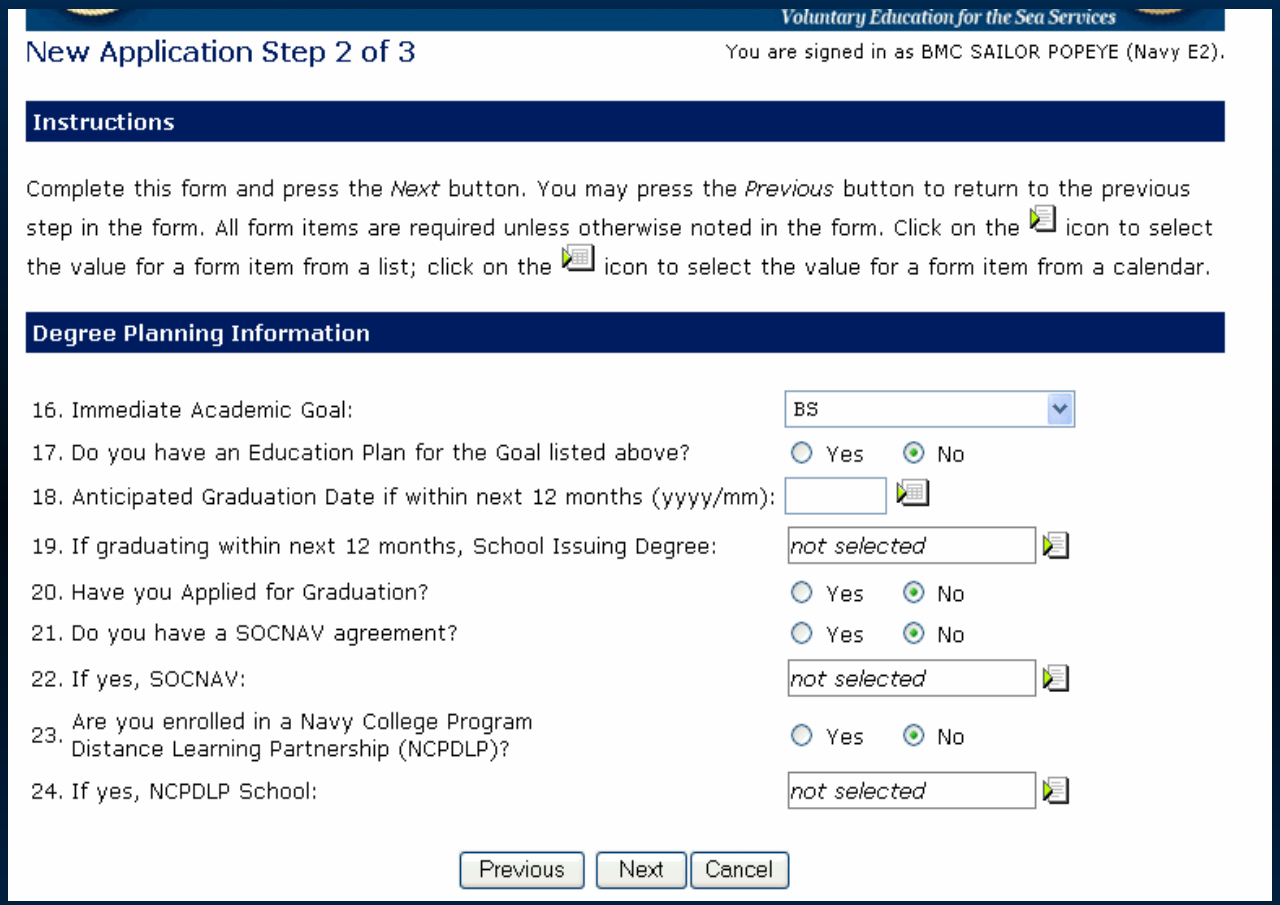
- **Ensure that the Assigned Education Office corresponds to your current duty station OR to the Virtual Education Center (VEC).**
- **If you need to change the default, type the name of your base and %.**

Plan Your Degree Program


Address
https://myeducation.netc.navy.mil/eta/appForm/insert/submit.do
Go
Links
Convert
My Education
Voluntary Education for the Sea Services
New Application Step 2 of 3
You are signed in as BMC SAILOR POPEYE (Navy E2).
Instructions
Complete this form and press the Next button. You may press the Previous button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.
Degree Planning Information
16. Immediate Academic Goal:
17. Do you have an Education Plan for the Goal listed above? Yes No
Questions 18-20 concern Anticipated Graduation and have been removed based on your Immediate Academic Goal selection.
Questions 21-24 concern SOCNAV Agreements and have been removed based on your Immediate Academic Goal selection.

- **Use the drop-down menu to select your <u>immediate</u> academic goal.**
- **Note that you must have an Education Plan or Degree Plan on file at your Navy College Office or the Virtual Education Center in order to process Web TA.**

Plan Your Degree Program continued



Voluntary Education for the Sea Services

New Application Step 2 of 3

You are signed in as BMC SAILOR POPEYE (Navy E2).

Instructions

Complete this form and press the *Next* button. You may press the *Previous* button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.

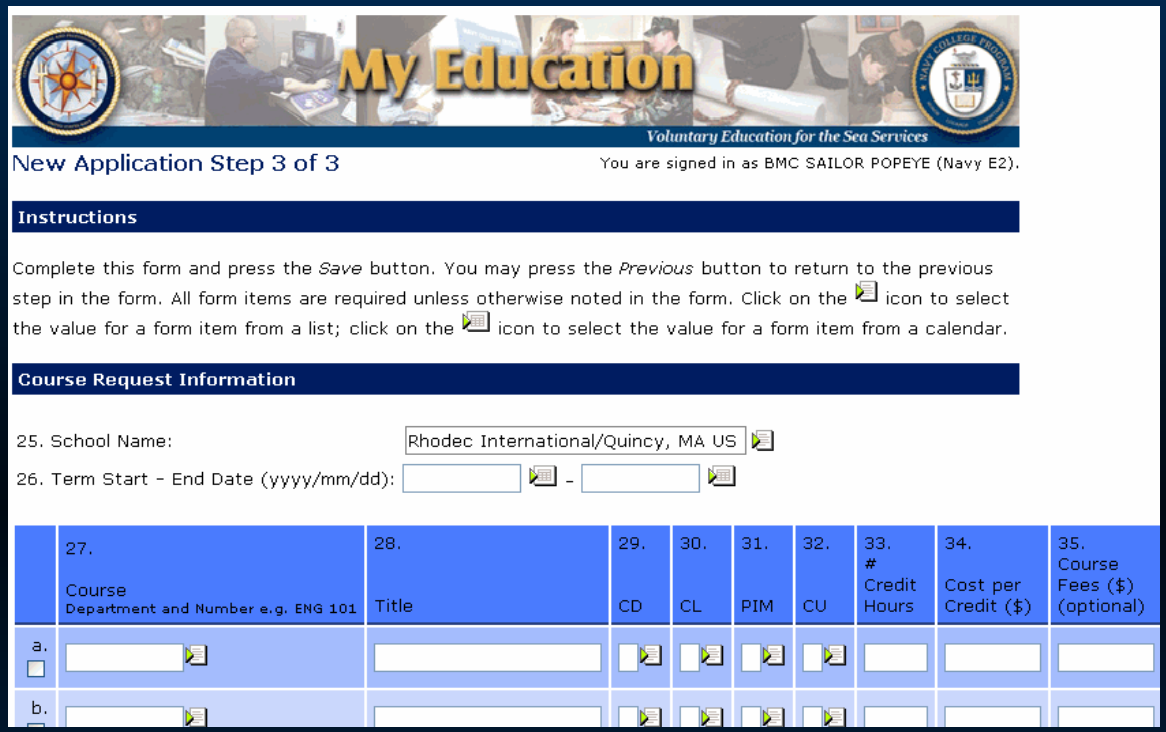
Degree Planning Information

16. Immediate Academic Goal:	BS
17. Do you have an Education Plan for the Goal listed above?	○ Yes ◉ No
18. Anticipated Graduation Date if within next 12 months (yyyy/mm):	
19. If graduating within next 12 months, School Issuing Degree:	*not selected*
20. Have you Applied for Graduation?	○ Yes ◉ No
21. Do you have a SOCNAV agreement?	○ Yes ◉ No
22. If yes, SOCNAV:	*not selected*
23. Are you enrolled in a Navy College Program Distance Learning Partnership (NCPDLP)?	○ Yes ◉ No
24. If yes, NCPDLP School:	*not selected*

Previous Next Cancel

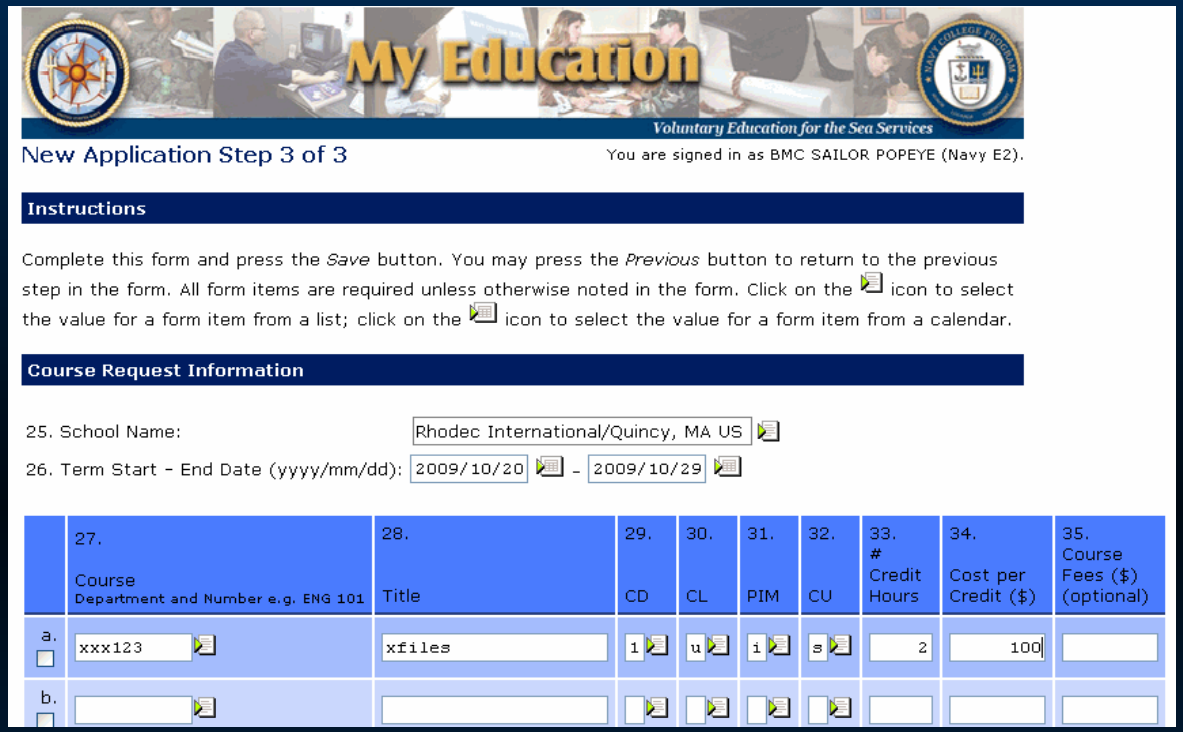
- **Once you complete 6 or more semester hours of undergraduate credit with one Academic Institution (AI) that is a member of Service members Opportunity Colleges - Navy (SOCNAV), you may ask that AI to officially evaluate all your credits and provide you a SOCNAV Agreement. This is an important step toward degree completion!**
- **You can click "Links of Interest" on the Navy College website to identify**

Identify Your Course(s)


My Education
Voluntary Education for the Sea Services
New Application Step 3 of 3
You are signed in as BMC SAILOR POPEYE (Navy E2).
Instructions
Complete this form and press the Save button. You may press the Previous button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.
Course Request Information
25. School Name:
Rhodec International/Quincy, MA US
26. Term Start - End Date (yyyy/mm/dd):
27. Course Department and Number e.g. ENG 101
28. Title
29. CD
30. CL
31. PIM
32. CU
33. # Credit Hours
34. Cost per Credit ($)
35. Course Fees ($) (optional)
a.
b.

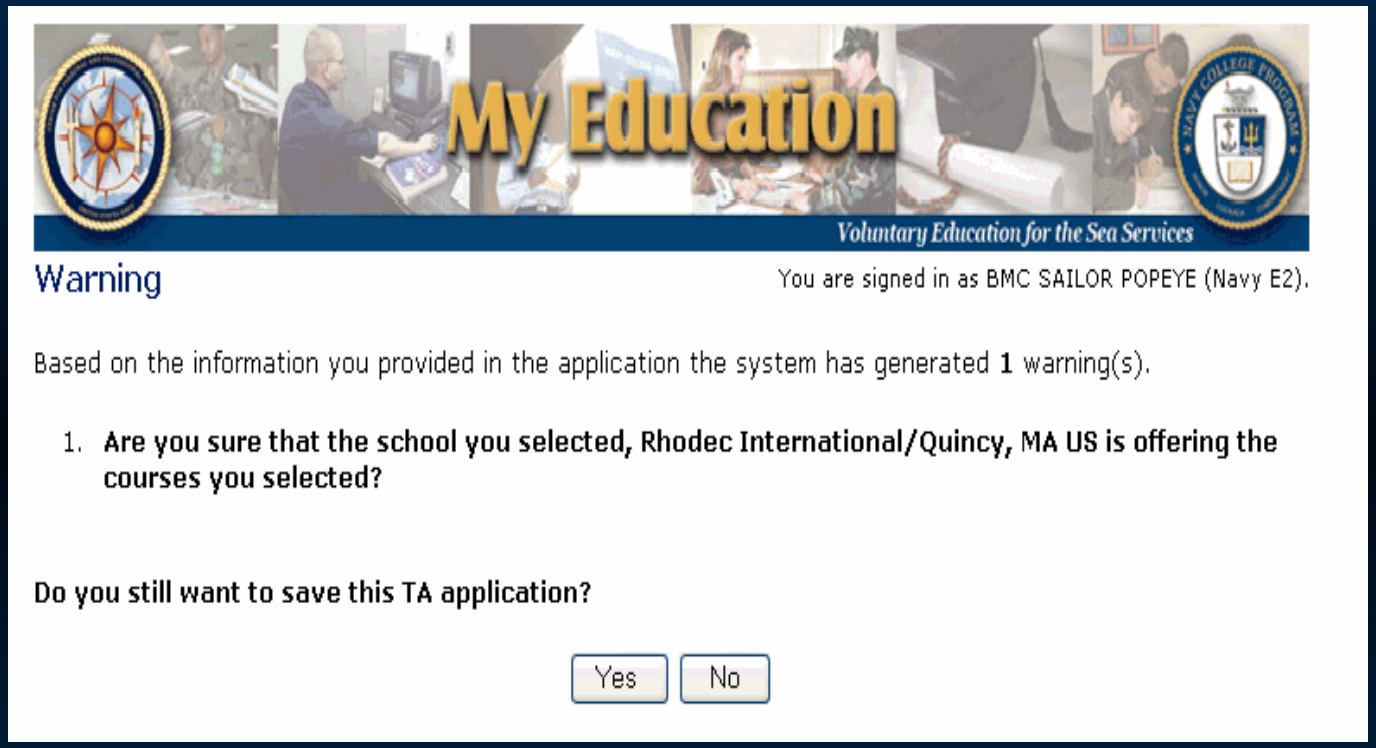
- **To find your Academic Institution, type its name and %.**
- **Use the calendars to select the Term Start and End Dates.**
- **If your course is not listed, enter it manually; then use the drop-down menus to complete the course information.**

Identify Your Course(s) continued


My Education
Voluntary Education for the Sea Services
New Application Step 3 of 3
You are signed in as BMC SAILOR POPEYE (Navy E2).
Instructions
Complete this form and press the Save button. You may press the Previous button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.
Course Request Information
25. School Name: Rhodec International/Quincy, MA US
26. Term Start - End Date (yyyy/mm/dd): 2009/10/20 - 2009/10/29
27. Course Department and Number e.g. ENG 101
28. Title
29. CD
30. CL
31. PIM
32. CU
33. # Credit Hours
34. Cost per Credit ($)
35. Course Fees ($) (optional)
a. xxx123 xfiles 1 u i s 2 100
b.

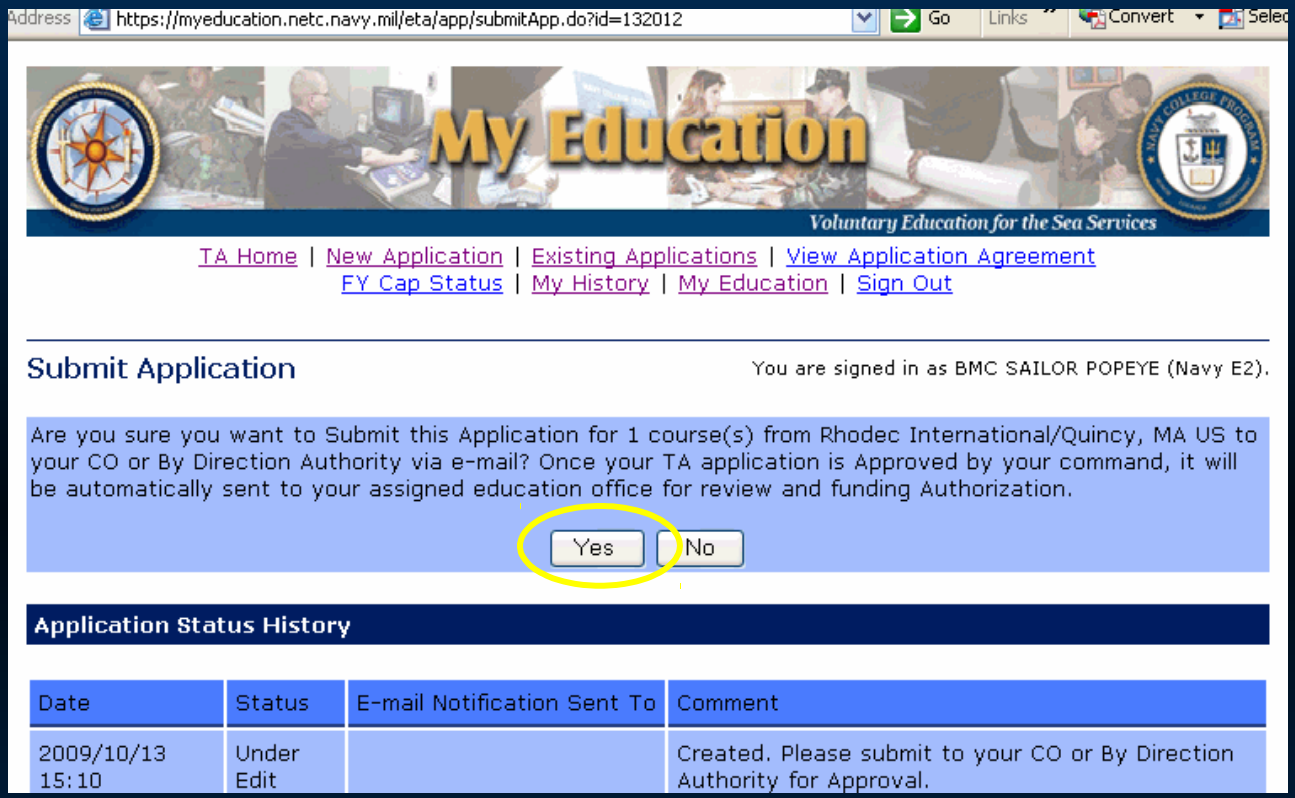
- **Remember that Navy TA pays fees that are directly related to the Course of Instruction (COI), not to include fees for application, registration, student activities, parking, textbooks, computers, or non-consumable items.**
- **IF the combined cost for tuition and authorized fees exceeds the $250 per semester hour TA cap, then you must use an alternate source of funding to make-up the difference.**

Check Your Application


My Education
Voluntary Education for the Sea Services
Warning
You are signed in as BMC SAILOR POPEYE (Navy E2).
Based on the information you provided in the application the system has generated 1 warning(s).
1. Are you sure that the school you selected, Rhodec International/Quincy, MA US is offering the courses you selected?
Do you still want to save this TA application?
Yes
No

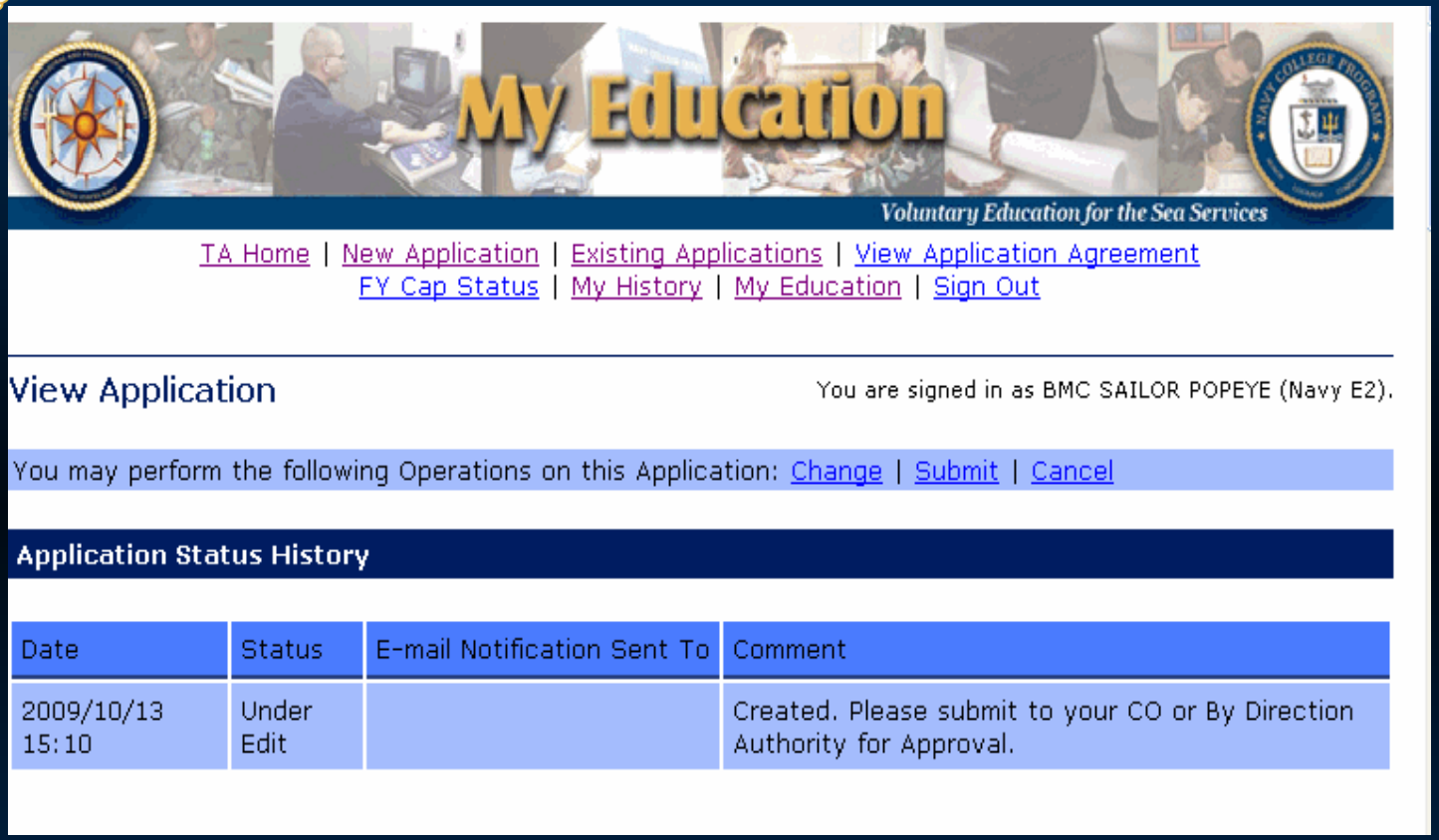
- **This warning enables you to check your selection and make changes if necessary.**
- **Select “No” to make changes; or “Yes” to continue.**

Submit Your Application


Address https://myeducation.netc.navy.mil/eta/app/submitApp.do?id=132012
Go
Links
Convert
My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out
Submit Application
You are signed in as BMC SAILOR POPEYE (Navy E2).
Are you sure you want to Submit this Application for 1 course(s) from Rhodec International/Quincy, MA US to your CO or By Direction Authority via e-mail? Once your TA application is Approved by your command, it will be automatically sent to your assigned education office for review and funding Authorization.
Yes
No
Application Status History
Date
Status
E-mail Notification Sent To
Comment
2009/10/13 15:10
Under Edit
Created. Please submit to your CO or By Direction Authority for Approval.

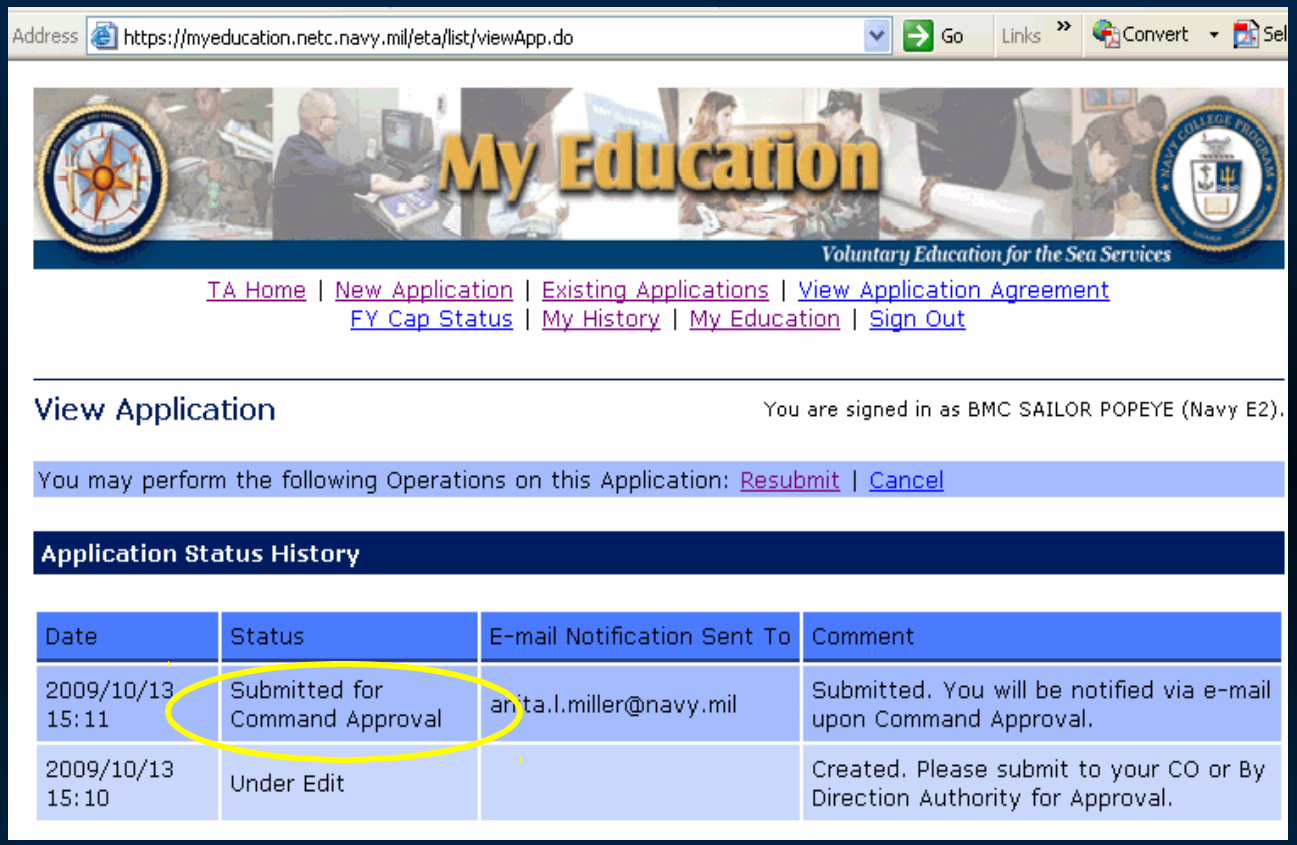
- **Select “Yes” to electronically submit your TA application to your Commanding Officer (or By Direction Authority) for approval.**
- **Your CO/BYDIRCO will ensure your eligibility for TA; approve your application; and electronically forward it to the Virtual Education Center (VEC) to authorize the funds.**
- **VEC staff will ensure that your Course Request is consistent with your Education Plan; then authorize the funds and send you an email advising you to print your TA Voucher and submit it to your school to enroll in your**

Confirm Your Intent


My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out
View Application
You are signed in as BMC SAILOR POPEYE (Navy E2).
You may perform the following Operations on this Application: Change | Submit | Cancel
Application Status History
Date
Status
E-mail Notification Sent To
Comment
2009/10/13 15:10
Under Edit
Created. Please submit to your CO or By Direction Authority for Approval.

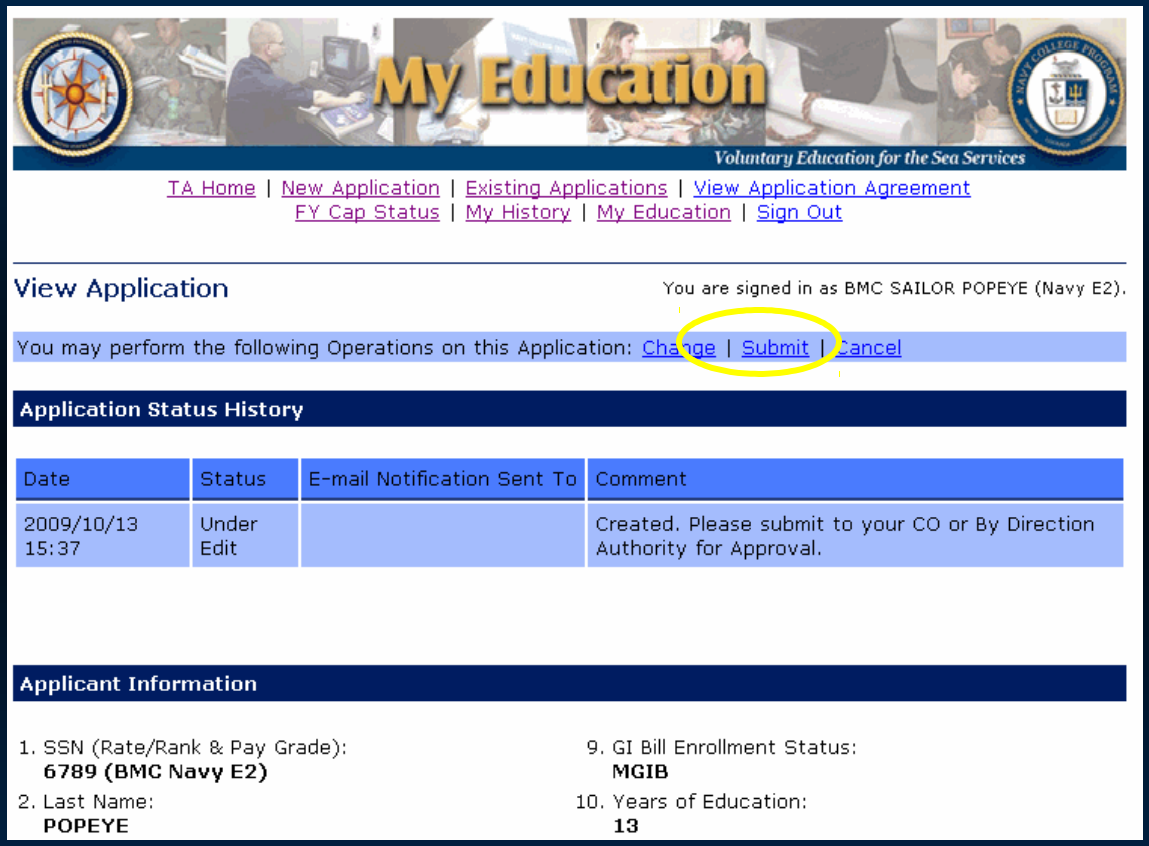
- **If you want to change or cancel your WebTA application, you must do so BEFORE submitting it to your CO/BYDIRCO for approval.**

Confirm Your Intent continued


Address https://myeducation.netc.navy.mil/eta/list/viewApp.do
Go
Links
Convert
My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out
View Application
You are signed in as BMC SAILOR POPEYE (Navy E2).
You may perform the following Operations on this Application: Resubmit | Cancel
Application Status History
Date
Status
E-mail Notification Sent To
Comment
2009/10/13 15:11
Submitted for Command Approval
anita.l.miller@navy.mil
Submitted. You will be notified via e-mail upon Command Approval.
2009/10/13 15:10
Under Edit
Created. Please submit to your CO or By Direction Authority for Approval.

- **You cannot edit or cancel your WebTA request once you submit it for command approval.**

View Your Status


My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out
View Application
You are signed in as BMC SAILOR POPEYE (Navy E2).
You may perform the following Operations on this Application: Change | Submit | Cancel
Application Status History
Date
Status
E-mail Notification Sent To
Comment
2009/10/13 15:37
Under Edit
Created. Please submit to your CO or By Direction Authority for Approval.
Applicant Information
1. SSN (Rate/Rank & Pay Grade): 6789 (BMC Navy E2)
2. Last Name: POPEYE
9. GI Bill Enrollment Status: MGIB
10. Years of Education: 13

- **If no changes are required, submit your Web TA request to your CO/BYDIRCO for approval.**

Secure Command Approval

From: eTA Application [n623_demo@cnet.navy.mil] Sent: Tue 8/11/2009 10:30 AM

To: Miller, Anita L; US, CIV

Cc:

Subject: TA Application Approval Request for PS1 CHANNELL BEAUGARD (Navy E6)

An Electronic Tuition Assistance (TA) Application has been submitted to you for approval by a member of your command. This member is eligible to receive TA funding.

Please click on the following link, review the TA Application, and indicate your approval or disapproval for this member to use TA funding.

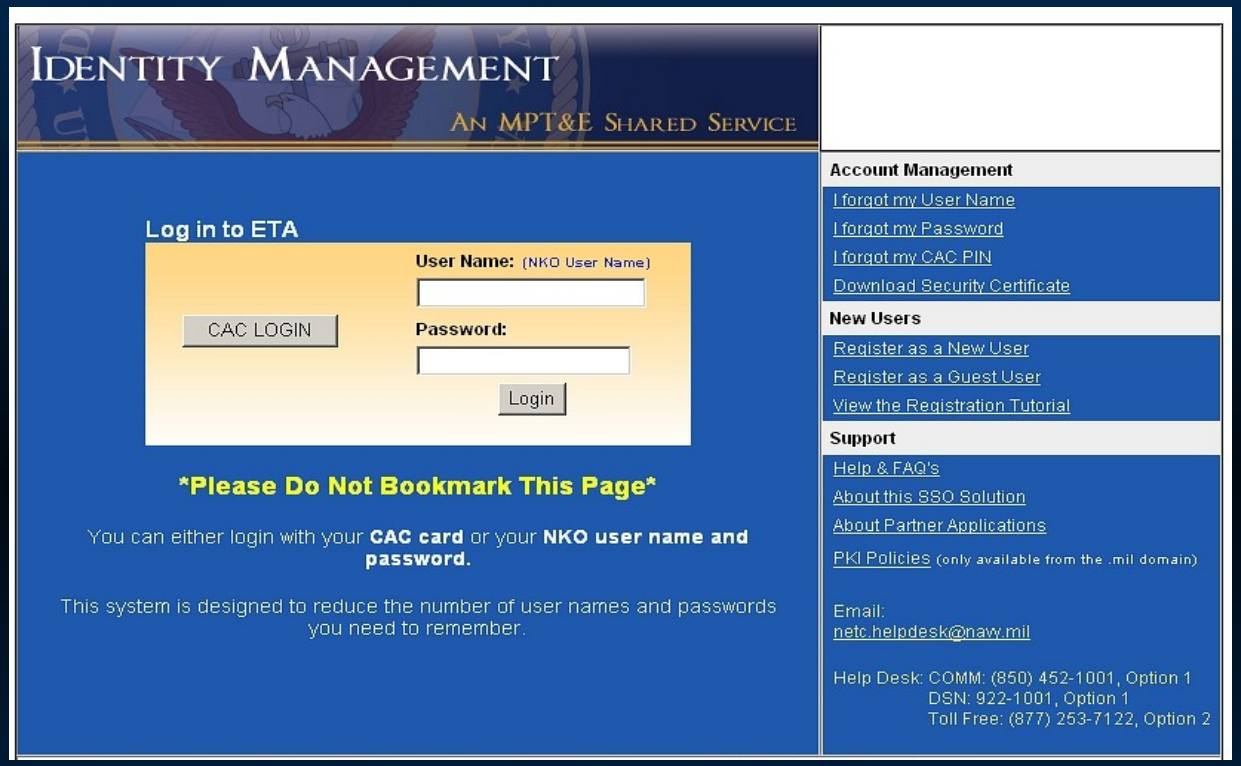
https://ncmisqa.cnet.navy.mil/eta/nid/rev.do?27651,1532650541

The member will be notified of your approval or disapproval by an automatically generated email.

This message was sent to you by the Sailor/Marine Electronic Tuition Assistance Application System.

- **Your CO/BYDIRCO receives an email requesting to approve or deny your TA.**

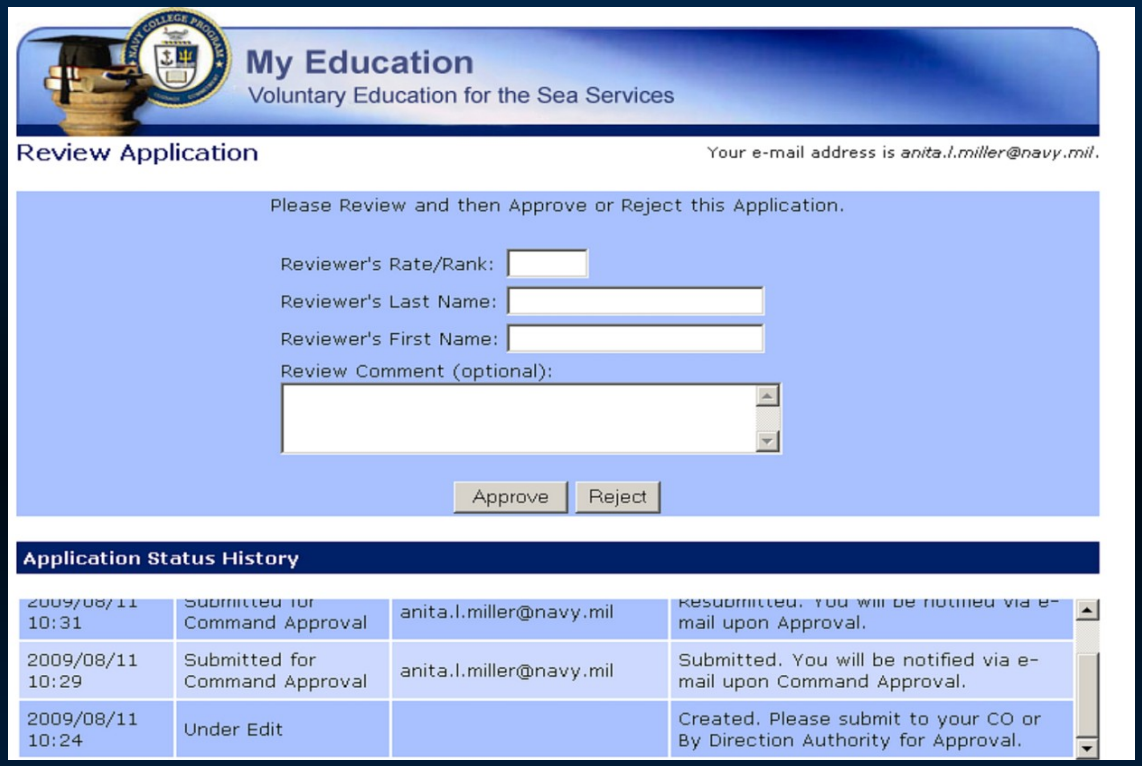
Secure Command Approval continued


IDENTITY MANAGEMENT
AN MPT&E SHARED SERVICE
Log in to ETA
User Name: (NKO User Name)
CAC LOGIN
Password:
Login
Please Do Not Bookmark This Page
You can either login with your CAC card or your NKO user name and password.
This system is designed to reduce the number of user names and passwords you need to remember.
Account Management
I forgot my User Name
I forgot my Password
I forgot my CAC PIN
Download Security Certificate
New Users
Register as a New User
Register as a Guest User
View the Registration Tutorial
Support
Help & FAQ's
About this SSO Solution
About Partner Applications
PKI Policies (only available from the .mil domain)
Email:
netc.helpdesk@navy.mil
Help Desk: COMM: (850) 452-1001, Option 1
DSN: 922-1001, Option 1
Toll Free: (877) 253-7122, Option 2

The URL re-directs your Approving Official to a log-in screen to certify that you:

- **Have time to complete the course(s) requested, given current/anticipated assigned military duties;**
- **Have served one year onboard your FIRST permanent duty station;**
- **Will be on ACDU through the last day of the course(s) requested;**
- **Passed your most recent advancement exam, if applicable, and are recommended for advancement/promotion;**
- **Have not received NJP within 6 months or are pending administration separation.**

Secure Command Approval continued


My Education
Voluntary Education for the Sea Services
Review Application
Your e-mail address is anita.l.miller@navy.mil.
Please Review and then Approve or Reject this Application.
Reviewer's Rate/Rank:
Reviewer's Last Name:
Reviewer's First Name:
Review Comment (optional):
Approve
Reject
Application Status History
2009/08/11 10:31 | Submitted for Command Approval | anita.l.miller@navy.mil | Resubmitted. You will be notified via e-mail upon Approval.
2009/08/11 10:29 | Submitted for Command Approval | anita.l.miller@navy.mil | Submitted. You will be notified via e-mail upon Command Approval.
2009/08/11 10:24 | Under Edit | | Created. Please submit to your CO or By Direction Authority for Approval.

- **Your Approving Official will complete the requested information; then select “Approve” or “Reject.”**
- **Every 5 days, the system will generate an email to you and your command, reminding you that your TA is still pending. If your command takes no action to approve or reject your request, the system will automatically deny your Web TA application 15 days after the Course Start Date.**

Receive Approval Notification

-----Original Message-----
From: eTA Application [mailto:n623_demo@cnet.navy.mil]
Sent: Wednesday, August 12, 2009 10:29
To: Gibson, William D CIV NETPDTC, N85
Subject: TA Application Approved

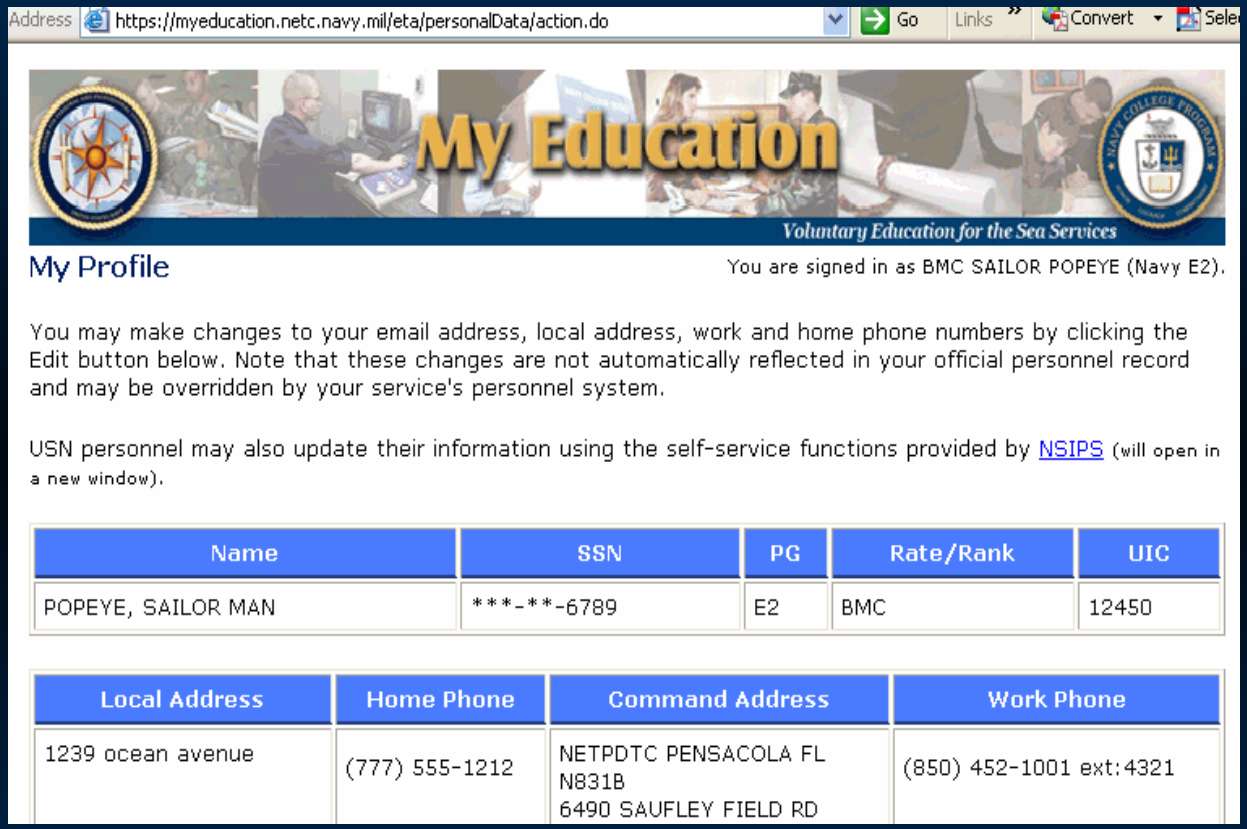
Your Electronic Tuition Assistance (TA) Application has been approved and forwarded to the education office at NCO BALBOA for funding authorization. You may check the status of your TA Application on the web at https://ncmisqa.cnet.navy.mil/eta .

Once your TA Application has been Authorized at your education office, you may pick it up or request that your education office fax it to you.

This message was sent to you by the Sailor/Marine Electronic Tuition Assistance Application System.

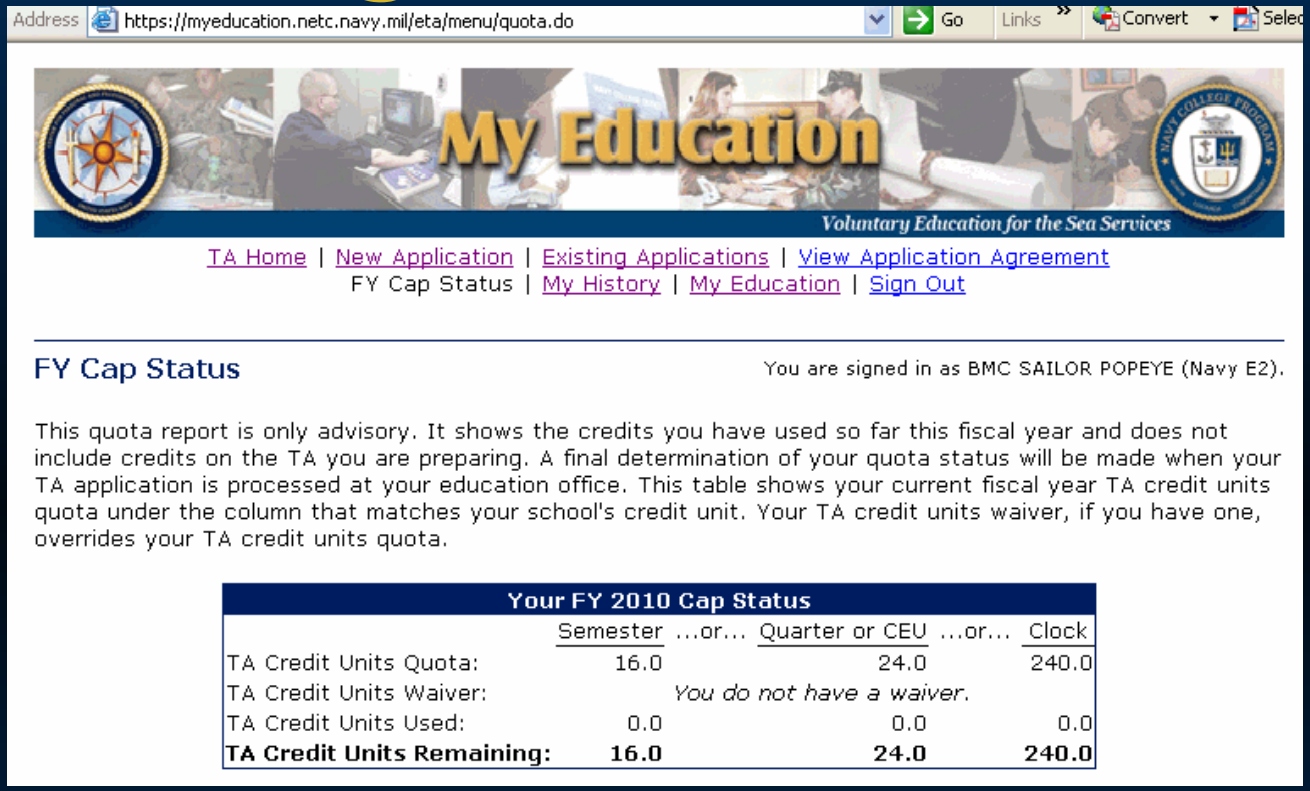
- **Web TA electronically transmits your Approving Official's decision to you.**
- **Web TA automatically forwards Command Approvals to the Virtual Education Center (VEC) to authorize the funds.**
- **The VEC will send you an email advising you to print your TA Voucher and submit it to your academic institution to pay for your course(s) -- BEFORE they begin!**
- **IF the cost of your tuition and fees exceeds the TA cap of $250 per semester hour of credit, then you must use an alternate source of funding to make-up the difference.**
- **You may review the status of your Web TA application at any time.**

Update Your Personal Profile


Address
https://myeducation.netc.navy.mil/eta/personalData/action.do
Go
Links
Convert
My Education
Voluntary Education for the Sea Services
My Profile
You are signed in as BMC SAILOR POPEYE (Navy E2).
You may make changes to your email address, local address, work and home phone numbers by clicking the Edit button below. Note that these changes are not automatically reflected in your official personnel record and may be overridden by your service's personnel system.
USN personnel may also update their information using the self-service functions provided by NSIPS (will open in a new window).
Name
SSN
PG
Rate/Rank
UIC
POPEYE, SAILOR MAN
***-**-6789
E2
BMC
12450
Local Address
Home Phone
Command Address
Work Phone
1239 ocean avenue
(777) 555-1212
NETPDTC PENSACOLA FL
N831B
6490 SAUFLEY FIELD RD
(850) 452-1001 ext:4321

- **You may use this screen to update your personal information.**

Check Your Current FY TA Usage

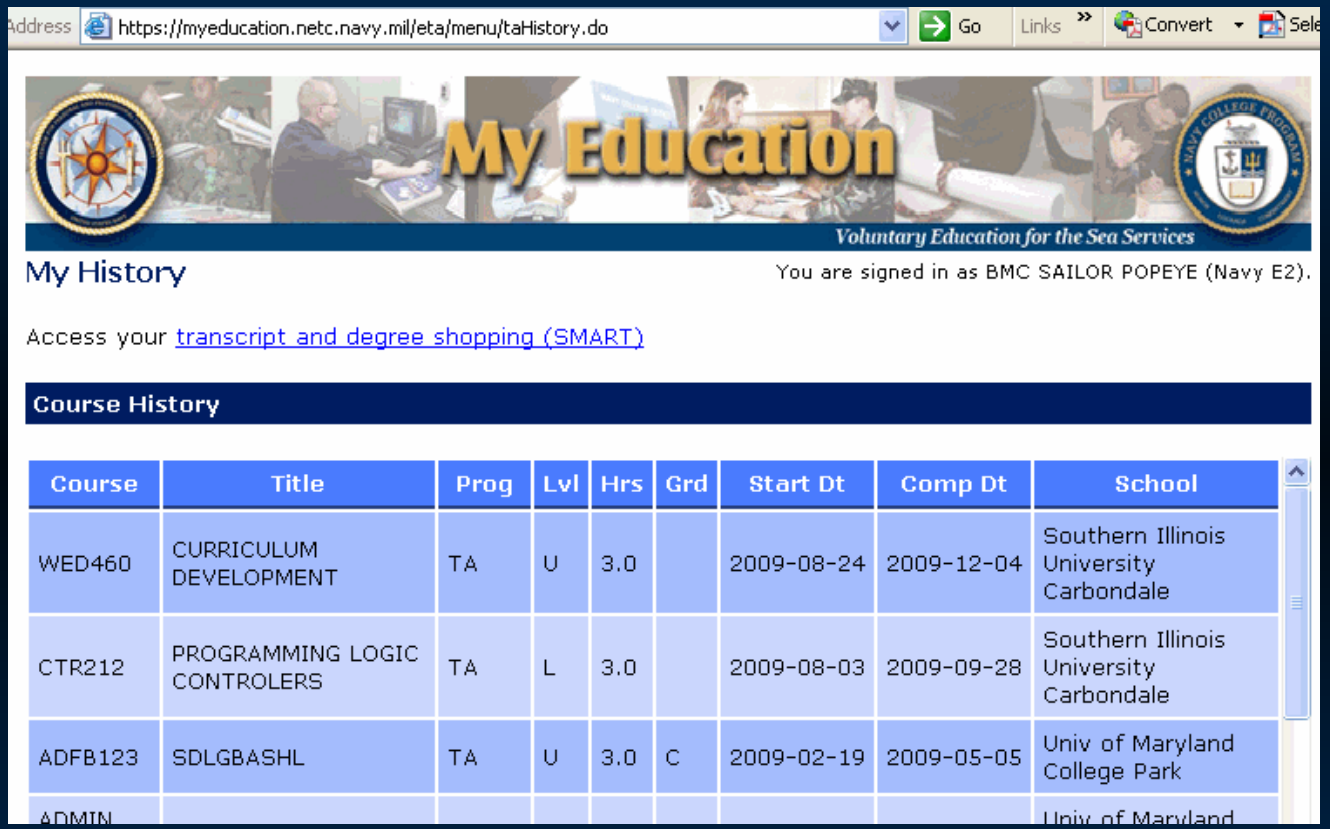

Address
https://myeducation.netc.navy.mil/eta/menu/quota.do
Go
Links
Convert
My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out
FY Cap Status
You are signed in as BMC SAILOR POPEYE (Navy E2).
This quota report is only advisory. It shows the credits you have used so far this fiscal year and does not include credits on the TA you are preparing. A final determination of your quota status will be made when your TA application is processed at your education office. This table shows your current fiscal year TA credit units quota under the column that matches your school's credit unit. Your TA credit units waiver, if you have one, overrides your TA credit units quota.

Your FY 2010 Cap Status

	Semester	...or...	Quarter or CEU	...or...	Clock
TA Credit Units Quota:	16.0		24.0		240.0
TA Credit Units Waiver:		*You do not have a waiver.*			
TA Credit Units Used:	0.0		0.0		0.0
TA Credit Units Remaining:	**16.0**		**24.0**		**240.0**

- **Navy TA funds 16 semester hours, 24 quarter hours, 240 clock hours, or a combination thereof, per Fiscal Year (FY).**
- **Navy is not currently authorizing waivers to exceed these caps.**
- **If you have reached your FY quota, then you must use an alternate source to fund your off-duty courses; consider taking examinations-for-credit; or wait until the new FY begins on 01 Oct to apply for additional TA.**

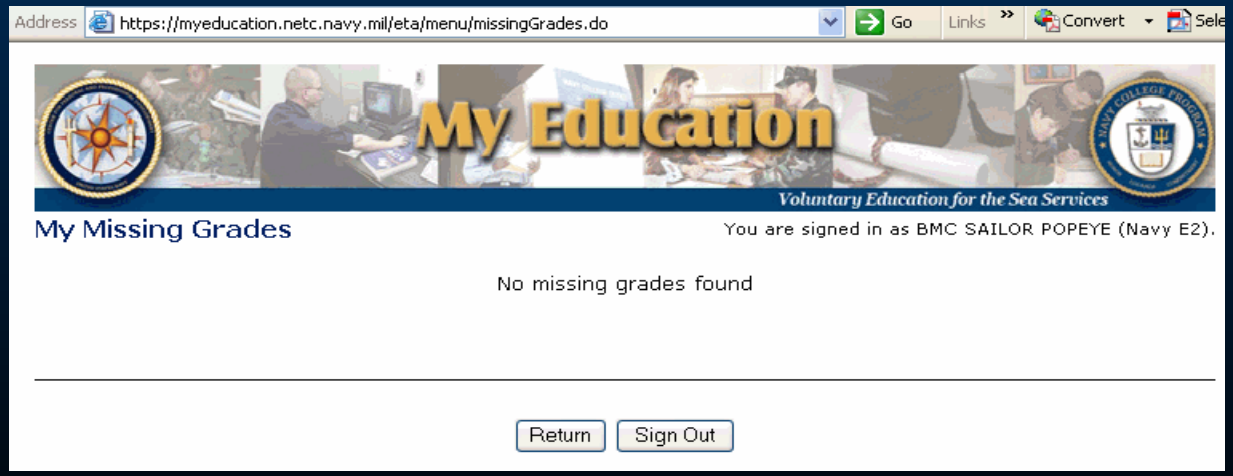
Check Your TA Course History



Course	Title	Prog	Lvl	Hrs	Grd	Start Dt	Comp Dt	School
WED460	CURRICULUM DEVELOPMENT	TA	U	3.0		2009-08-24	2009-12-04	Southern Illinois University Carbondale
CTR212	PROGRAMMING LOGIC CONTROLERS	TA	L	3.0		2009-08-03	2009-09-28	Southern Illinois University Carbondale
ADFB123	SDLGBASHL	TA	U	3.0	C	2009-02-19	2009-05-05	Univ of Maryland College Park
ADMIN								Univ of Maryland

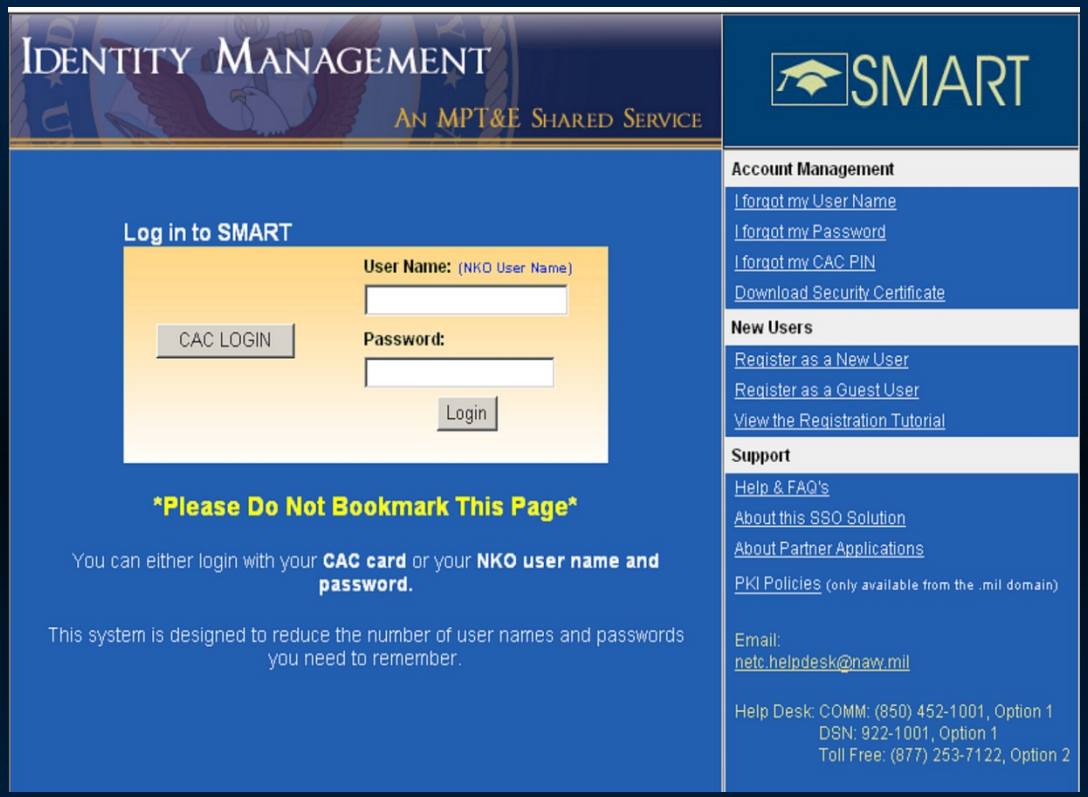
- **This screen reflects your TA-funded course titles, dates, and grades to date.**

Confirm Your Course Completion Status



- **Be sure that our database reflects a grade for all your TA-funded courses – or we will not be able to process additional TA for you.**
- **To submit a grade, please mail, fax, or scan your grade report(s) to: Commanding Officer, NETPDTC TA Accounting Office, N8132, 6490 Saufley Field Road, Pensacola, FL 32509-5241; or DSN 753-6402/ Comm 950-473-6402; or SFLY_TA.Navy@navy.mil.**
- **Remember, you must reimburse the Navy the full cost of your TA Voucher if you fail a course; withdraw for non-military reasons; or exceed the 6-month window for an "Incomplete." Once you submit payment to the Point of Contact above, we will immediately reinstate your TA eligibility.**
- **In case of unanticipated TAD, PCS, change in work schedule, hospitalization, or emergency leave, you may request a command-sponsored "Waiver of TA Reimbursement." Please contact your Navy College Office or the VEC for details.**

Review Your SMART!


IDENTITY MANAGEMENT
AN MPT&E SHARED SERVICE
SMART
Log in to SMART
User Name: (NKO User Name)
CAC LOGIN
Password:
Login
Please Do Not Bookmark This Page
You can either login with your CAC card or your NKO user name and password.
This system is designed to reduce the number of user names and passwords you need to remember.
Account Management
I forgot my User Name
I forgot my Password
I forgot my CAC PIN
Download Security Certificate
New Users
Register as a New User
Register as a Guest User
View the Registration Tutorial
Support
Help & FAQ's
About this SSO Solution
About Partner Applications
PKI Policies (only available from the .mil domain)
Email:
netc.helpdesk@navy.mil
Help Desk: COMM: (850) 452-1001, Option 1
DSN: 922-1001, Option 1
Toll Free: (877) 253-7122, Option 2

- **Use this screen to access your SMART, which documents the college credits the American Council on Education (ACE) recommends for your Navy training and rating experience. Use these credits to fulfill degree requirements at a SOCNAV institution to help you complete your college degree more quickly and economically!**